

<p> Section 1: General Information Name: _____ Date: _____ Class: _____ Teacher: _____ </p>	<p> Section 2: Reading Comprehension Read the passage carefully and answer the questions that follow. The passage discusses the importance of maintaining accurate records in a business setting. It highlights how proper record-keeping can help in decision-making, tracking progress, and ensuring compliance with regulations. The text also mentions the challenges of managing large volumes of data and the need for efficient systems to handle this information. </p>
<p> Section 3: Writing Practice Write a short paragraph (approximately 100 words) describing the benefits of using digital tools for record-keeping. Focus on how these tools can improve efficiency and reduce errors compared to traditional paper-based methods. </p>	<p> Section 4: Grammar Exercises Complete the following sentences using the correct form of the verb in parentheses. 1. The manager (ask) _____ the team to submit their reports by the end of the week. 2. She (be) _____ to the meeting every day since she started her new job. 3. They (plan) _____ a trip to the mountains for next summer. 4. He (work) _____ on the project for several hours before he finally finished it. </p>
<p> Section 5: Vocabulary Building Match the words on the left with their definitions on the right. Words: <i>efficient, accurate, reliable, consistent, thorough</i> Definitions: a. Doing something in a way that saves time and effort. b. Free from errors or mistakes. c. Able to be trusted or depended on. d. Showing no change or variation over time. e. Covering all aspects or details of something. </p>	<p> Section 6: Critical Thinking Read the following scenario and identify the main problem. Then, propose two possible solutions and explain why they might be effective. Scenario: A small business owner is struggling to keep track of inventory levels. They often run out of popular items, leading to lost sales, and have too much stock of slower-moving products, which ties up capital. </p>

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INTERFERENCE SEARCHED			
Class	Subclass	Date	Examiner

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